

PLACEMENT PROCESS

Checklist

ALLEN CO.

- A. Officer Bartnick or Officer White will alternate sitting in on Placement Board Staffing. Upon a case having a recommendation of Placement, whichever officer was in attendance of said staffing will assign herself the case in consideration.**

- ☐ Officer will send referral information to providers
- ☐ Officer will secure two Placement Facilities for case
- ☐ Officer will obtain acceptance letters from said Placement Facilities
- ☐ Officer will provide letters to Intake Officer within three days after staffing

- B. Once a child is ordered into Placement, the Placement Officer will complete the necessary paperwork in securing a signed Placement Agreement contract from the local DCS Director.**

- ☐ Officer will complete DCS Referral for services
- ☐ Officer will have Chief Probation Officer (or Assistant Chief in Chief's absence) sign completed DCS Referral
- ☐ Officer will fax Placement Agreement contract, Referral and Court Order to DCS Director for signature
- ☐ Officer will duplicate this procedure when contracts need to be renewed.

- C. Once Placement Officer receives signed Placement Agreement, contact will be made with parent to obtain the necessary documents needed for Placement. Officer will also arrange to get clothing for child and make transportation arrangements.**

- ☐ Documents needed from family: Social Security Card, Insurance Card, and Birth Certificate if not obtained by Intake Officer.
- ☐ Parent and/or Officer will need to fill out Placement Facility application
- ☐ Placement Facility will get all above mentioned documents
- ☐ Placement Officer can allow parent to travel to Placement Facility

- D. Placement Officer will prepare packet for DCS to determine IV-E eligibility.**

1. Packet will include the following documents:

- ☐ Yellow Placement Sheet
- ☐ Probation Eligibility Determination form
- ☐ Gross Income of parents
- ☐ Parent and Children Resources
- ☐ Deprivation-Parent address and marital status
- ☐ Birth Certificate
- ☐ Social Security Card
- ☐ Insurance Card – Private or Medicaid
- ☐ Court Orders – Detention Review, Initial and Dispositional
- ☐ Personal History Sheet

2. DCS will determine IV-E eligibility

- ☐ If child is IV-E eligible, DCS will apply for Medicaid
- ☐ If child is not IV-E eligible, then Placement Officer will apply for Medicaid

E. To apply for Medicaid, Placement Officer accesses Family and Social Services Administration (FSSA) website www.in.gov/fssa/dfr/3674.htm

1. Applying for Medicaid, Placement Officer needs to complete application online. Once application is completed, the following documents need to be sent to local DCS Representative (Steve Troupe), who will have the documents scanned into the DFR system.

- ☐ Print application
- ☐ Placement Officer signs Notice of Rights and Responsibilities
- ☐ Sign Section A of the application
- ☐ Complete Part 4 – Authorized Representative, sign and date
- ☐ Sign Assignments of Rights to Medical Support and Payment for Medical Care
- ☐ Send the above mentioned documents, and the following, to DCS
- ☐ Cover sheet with Bar Code
- ☐ Application document cover sheet with picture ID (Quest, School ID or Driver's License)

2. Placement Officer will be responsible for updating Department of Family Resources (DFR) as authorized representative when:

- ☐ Child's Placement changes
- ☐ Be interviewed via phone to keep Medicaid active
- ☐ Receive copies of notices
- ☐ End Wardship once child is out of Placement

F. Placement Officer needs to complete DCS Delinquency Case Plan within 60 days of Disposition date. Upon completion of case plan, the following needs to be done:

- ☐ Send two copies of case plan to parent or guardian to sign. Parent will sign one copy and send it back to Placement Officer
- ☐ Copy of case plan will be sent or emailed to State DCS Probation Services Coordinator, Paula Buchanan at paula.buchanan@dcs.IN.gov
- ☐ Send copy of case plan to Placement Facility
- ☐ The case plan must be reviewed and updated by the Placement Officer at least once every one hundred and eighty (180) days from Disposition.

G. Placement Officer has been instructed by Assistant Chief Probation Officer to conduct Placement visits quarterly.

H. The first Placement Review Hearing will be held within six (6) months of the Disposition date. Placement Officer will complete a Placement Review Progress Report for said hearing.

- I. A Permanency Hearing will be scheduled within twelve (12) months of Disposition date.**
1. Placement Officer must file a Permanency Plan Petition, with file stamp
 2. Officer needs to notify all interested parties who have ever provided any significant care to child of Permanency Hearing
- J. Termination of Parental Rights Hearings will be set in coordination with DCS Attorneys when a child is out of the home 15 months out of 22.**
- K. All probationers in Placement will be assigned to Care Select, which is a new Medicaid program starting March 1, 2008. The State has selected two care management organizations (CMO's) that will provide these services: ADVANTAGE Health Solutions and MDwise. The Care Select enrollment broker can be reached at 1-866-963-7383 or online, at www.indianacareselect.com**
1. Placement Officers have to make sure that a health screening form is completed on each child within 30 days of enrollment
- L. CHAFEE REFERRALS – Placement Officers must make referrals to Independent Living Services through DCS. According to DCS terms, “foster care” means, “any child who is not placed in their own home”. The following is a timeline to initiate services:**
1. AGE 16 – any youth placed in County foster care, relative placement or Court approved Placement must have a referral to a contracted Chafee service provider for Ansell-Casey Life Skills Assessment (ACLSA) within 30 days of placement.
 - a. Have an IL Plan with input from the youth developed based on the results of the ACLSA
 - b. If youth is placed in residential facility, group home, therapeutic or special needs foster home, the facility is responsible for the above mentioned services
 2. AGE 17 – All youth, regardless of Placement type, must have a Transition Planning Conference to help the youth develop his/her future plans using the Transition Planning Toolkit. Must be held every 6 months, with the plan updated according to the ACLSA, until the youth's case is dismissed
 3. AGE 17 ½ - All youth, regardless of Placement type, must be referred for Transition Services to a Chafee I1 Service Provider
 4. Placement Officers will approve funding for Emancipation Goods and Services
- M. Closing a case, Placement Officer must do the following:**
1. Complete yellow Placement History Sheet showing youth's end Placement (i.e. home, or DOC) and send to DCS
 2. Contact DFR and close Wardship, ending Medicaid. Send this file to DCS Representative
 3. Contact Chafee case manager if involved and have youth sign Voluntary Services
 4. Close out case in Quest
- N. Once KidTraks is running, Placement Officers will monitor and approve all billing for Placement paid services.**

Last Modified: 4/16/09

DISPOSITIONAL PROCESS - DCS PAID SERVICES OR PLACEMENT Checklist

- ☐ PDR interview scheduled (*Note: if preparing Modification Report face to face interview may not be needed*)
- ☐ Obtain parent(s) signature on Release of Information forms
- ☐ Send Release of Information forms to provider(s)
- ☐ Schedule Placement Board, if applicable
- ☐ Complete the PDR or Modification Report interview with parent(s) and child
- ☐ Collect all information and supporting documentation needed for the Title IV-E Eligibility Form
 - ☐ Child's birth certificate (copy)
 - ☐ - Child's social security card or proof of US citizenship (copy)
 - ☐ Proof of guardianship or custody if applicable (copy)
 - ☐ Income documentation (copies of most recent filed tax forms, 2 most recent pay stubs, statements of public assistance/benefits Social security, disability, TANF, unemployment, etc.)
 - ☐ Health insurance or Medicaid card(s) (copy)
 - ☐ Ensure completion of Allen Superior Court Financial Eligibility Information Form (*Note: Form can be given to family at Initial Hearing or PDR interview to take home and complete*)
- ☐ Complete the Risk Assessment Instrument (or Reassessment if youth is already on probation)
- ☐ Complete the Needs Assessment Instrument
- ☐ Complete the Criminal History Check & CPS Records check on all household members **18 yrs old & older** if recommending placement with a family member or other non-licensed home
 - ☐ Instruct each household member to register for electronic fingerprinting on-line (<http://dcsfp.sofn.net>) or via phone (1-877-323-8885). *NOTE: The fingerprinting process is free for purposes of out-of-home placements. Officers are encouraged to assist the applicants in completing the on-line registration while they are in the office so that errors are minimized and the process expedited. After registering, the applicant must take the bar code generated during the registration process to the fingerprinting site. Once they have completed the fingerprinting process, the results will be sent to Jamie Mann within 7 to 10 days.*
 - ☐ Search the Sex and Violent Offender Registry (<http://www.insor.org/insasoweb>) for each household member
 - ☐ Submit CPS Records check form to Trina Lesh at Allen County DCS – trina.lesh@dcs.in.gov , by fax 260-458-6175.
- ☐ Search the Quest Repository and the Sex & Violent Offender Registry for all household members between the ages of **14 and 18 yrs old** if recommending placement with a family member or other non-licensed home
- ☐ Complete and finish the PDR or Modification Report in Quest; assign to supervisor for approval

If recommending a DCS funded service/placement

- ☐ Obtain facility acceptance letter from Placement Team within 3 days post Placement Board staffing (if placement recommendation)

- ☐ Assign the case to a DCS Service Consultant via the IPOSCI system
<http://www.sterlingcreek.net/SSO/Login.aspx> at least 5 business days before the disposition hearing (REMINDER: The Service Consultant has 3 days to return the recommendation)
- ☐ After you receive notice of the assigned Service Consultant, assign him/her to case(s) in Quest
- ☐ Assign documents to Service Consultant in Quest (PDR, Risk & Needs Assessments, psychological testing, Order of first removal, and any other pertinent documents)
- ☐ Review the completed DCS Consideration Report and complete a new PDR (at least 2 business days prior to the disposition hearing); assign to supervisor for approval

After disposition (if DCS funded service is ordered)

- ☐ Email court order to DCS Service Consultant if 1) case was reviewed by Service Consultant prior to the disposition hearing, regardless of whether services/placement were ordered; **OR** 2) the Court ordered a DCS funded service/placement, regardless of whether it was reviewed by a Service Consultant prior to the hearing
- ☐ Complete the Title IV-E Eligibility document in Quest
- ☐ Upon completion of court order, return to case in IPOSCI and change "court status" from "pending" to either "Court Concur" or "Court Non-Concur"
- ☐ End Service Consultant role from case in Quest
- ☐ Complete the DCS Service Referral Form;
 - ☐ Get Chief PO signature (or Asst. Chief in Chief's absence)
 - ☐ Send to the provider and to the DCS Local Office
- ☐ Update case status, requirements and any other applicable fields in Quest
- ☐ End Intake role from case in Quest
- ☐ Turn file into Intake Secretary

After disposition (if DCS placement is ordered)

- ☐ Email court order to DCS Service Consultant if 1) case was reviewed by Service Consultant prior to the disposition hearing, regardless of whether services/placement were ordered; **OR** 2) the Court ordered a DCS funded service/placement, regardless of whether it was reviewed by a Service Consultant prior to the hearing
- ☐ Complete the Title IV-E Eligibility document in Quest
- ☐ Upon completion of court order, return to case in IPOSCI and change "court status" from "pending" to either "Court Concur" or "Court Non-Concur"
- ☐ End Service Consultant role from case in Quest
- ☐ Update case status, requirements and any other applicable fields in Quest
- ☐ End Intake/Field role from case in Quest
- ☐ Turn file into Intake Secretary

HENRY CO.

Checklist for Services once PDR Ordered and services are being recommended paid for by DCS

Get PDR typed and gather all documents that support your recommendation for services being ordered paid by DCS including RISK AND NEEDS. (PDR, Police Report, financial information, statement, insurance, etc)

Scan into computer by using the copy machine

Get onto IPOS CI and fill out the information that is needed

Send documents to service consultant through IPOS CI

Input information into ICWIS for Service Only, but do not send for Final Review until after the Court Order. Just logout of ICWIS and it will save your information.

Do Case Plan for Services

Check IPOS CI to see if consultant has concurred or not. (Go into IPOS CI and click on the plus sign next to the case you want to check on. Once the box drops down look at SC Case Status and if it says concurs then they are in agreement.)

To print the concurrence form go to case type
once the case drops down, check the blue box where it states services,
then click the Edit Selected Case box.

Go to documents and then scroll down to Service Consultant Documents.
Click where it says consultant documents and a box will come up asking if you want to open or save, open it.

The consultant document will come up and you print it.

Put the consultant paperwork with your report so that the Court knows the consultant has submitted.

If consultant concurs, then do a case plan and print it out. Stick in file until court date.

If DCS is ordered to pay for services either completely or partially, a Referral has to be done for the Service provider. Stick in file until Court date.

At Court date if Court grants everything that has been recommended and concurred with read terms, go over case plan and have everyone sign.

Go back into ICWIS and be sure all information is still correct
If everything still correct, send for final review.
You will check over everything and then have to click submit.

Go to top of page where it says Download PDF and click on that

Once the document comes up, print it for the file for proof that it was sent.

Since you cannot scan the Court Order into IPOS CI yet due to some issue, you have to scan it into your computer and email it to the consultant that approved your recommendation for services. Just don't forget to attach the document to the email.

Give the original Case plan and a copy of the Order to Sara so that she can mail to Indy.

Send referral to service provider (PACT, Lifeline, etc) either by fax or email.

Put information into JTS just like we always have

Give to Marcia for accounting

Important to remember after Court:

send court order to consultant
send for final review in ICWIS and print
send referral to service provider
send case plan

	Date	Date	Date	Date	Date
Risk/Need					
ICWIS					
① IPSCI					
② Reply from Consultant					
③ Court concur in IPSCI					
④ Court order to Consultant					
Referral to DCS					
Case Plan					
HCYC Packet					

Name: _____

Cause #: _____

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	Date	Date	Date	Date	Date
Risk/Need					
ICWIS					
① IPSCI					
② Reply from Consultant					
③ Court concur in IPSCI					
④ Court order to Consultant					
Referral to DCS					
Case Plan					
HCYC Packet					

Name: _____

Cause #: _____

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Check List for Probation as of 1/1/09

Intake

- ☐ Preliminary Inquiry
- ☐ Reasonable Efforts made to keep child in the home or, for detention, have made to prevent removal
- ☐ Permanency Plan
- ☐ If the child is being detained, does the Preliminary Inquiry contain language regarding "Emergency Findings" as to the detention, "to protect the health and welfare of the child" (if DCS is to pay for the detention in a non-secure facility)
- ☐ Per IC 31-37-5-8, Is this emergency placement and has the DCS been sent the

Informal Adjustment

Without Services to be paid by the DCS

- ☐ Preliminary Inquiry
- ☐ Reasonable Efforts being made to keep the child in the home
- ☐ Informal Probation Rules
- ☐ Risk/Needs Assessment (Screening Instrument)
- ☐ Informal Court Order

With Services to be paid by the DCS

- ☐ Preliminary Inquiry
- ☐ Reasonable Efforts being made to keep the child in the home
- ☐ Informal Probation Rules/Plan (Proposed until DCS Consultant Responds)
- ☐ Risk/Needs Assessment (Screening Instrument)
- ☐ Informal Court Order (to be completed only after DCS Consultant Responds)
- ☐ Standard Referral Form sent to Provider

Continuation of Informal Adjustment being paid by the DCS

- ☐ Extension Form to be completed (from Benchbook or on Judicial Center Website)
- ☐ Extension form to be sent to DCS Consultant
- ☐ Child/Parent notified of extension and continuation of service
- ☐ Standard Referral Form sent to Provider

Predispositional Report Process (Will also apply to Modification if services/placement being recommended)

Predispositional Report - Services or Placement being recommended to be paid by DCS

NO SERVICE or PLACEMENT RECOMMENDED

- ☐ PDR completed-submitted 48 working hours prior to hearing
- Supplemental Forms attached
 - ☐ Risk/Needs Assessment (YLS-CMI)
 - ☐ Support Guideline worksheet

☐ Attach documents

☐ Submit to Court 48 hours prior to hearing

RECOMMENDED SERVICES OR PLACEMENT

☐ PDR Completed 6 working days prior to Disposition Hearing

Considerations/Attachments

☐ PDR Completed (with the exception of the DCS concurrence or alternative plan)

☐ Risk and Needs Assessments completed ☐ YLS/CMI (scanned)

☐ Completion of Title IV-EFC information **PLACEMENT ONLY** (through INCITE or QUEST portal)

☐ Support Guideline Worksheet ☐ Psych Reports (scanned)

☐ IEP (if available) scanned ☐ Placement Records (scanned)

☐ Attendance/Grades/Disciplines (scanned) ☐ Police Supplement (scanned)

☐ CASA report received (scanned) ☐ Other reports (scanned)

☐ NCIC or Fingerprints (for Relative Care) ☐

☐ **Submitted to DCS consultant 6 working days prior to Court Hearing**

☐ **Returned Documentation from DCS Consultant (if submitted prior to 12:00 noon-day counts toward 3 day limit. After 12:00, first day does not count- 3.5 day return)**

☐ Recommendation from DCS added to PDR

☐ PDR submitted to Court and parties

Disposition Order containing order for Services or Placemenet

☐ Upon completion, submit order to DCS consultant

☐ If service or placement to begin prior to 5 working day for consideration for Appeal, order must contain "Emergency Language" per statute for DCS to pay for service or placement

☐ Caseplan completed

☐ Completion of Title IV-EFC information **PLACEMENT ONLY** (if not previously done)

Ongoing responsibilities

☐ Caseplan Reviewed/Updated (every 6 months form the date of initial removal)

☐ Permanency Hearing (12 months after date of first removal)

DISPOSITIONAL PROCESS Checklist

- ☐ PDR interview scheduled by Court Team and PDR packet given to family
- ☐ Send Release of Information forms (originally obtained by RSR and/or Court Team) to provider(s)
- ☐ Complete the PDR interview with parent(s) and child
- ☐ Collect all information and supporting documentation needed for the Title IV-E Eligibility Form
- ☐ Complete the Risk Assessment Instrument (or Reassessment if youth is already on probation)
- ☐ Complete the Needs Assessment Instrument
- ☐ Complete the Criminal History Check & CPS Records check on all household members **18 yrs old & older** if recommending placement with a family member or other non-licensed home
 - ☐ Complete the Application for Criminal History Background Check for each person in the household 18 yrs old & older and scan it into Quest. Make sure they sign the form prior to scanning.
 - ☐ E-mail Resheeda Butler-Gates at MCDACS with the youth's name & Quest number, each household member's name and their DOB to have CPS Records check completed – Resheeda.Butler-Gates@dcs.IN.gov; Phone 544-3776, fax 613-3810
 - ☐ Instruct each household member to register for electronic fingerprinting on-line (<http://dcsfp.sofn.net>) or via phone (1-877-323-8885). *NOTE: The fingerprinting process is free for purposes of out-of-home placements. Officers are encouraged to assist the applicants in completing the on-line registration while they are in the office so that errors are minimized and the process expedited.* After registering, the applicant must take the bar code generated during the registration process to the fingerprinting site. Once they have completed the fingerprinting process, the results will be sent to Alicia Jackson within 7 to 10 days.
 - ☐ Search the Sex and Violent Offender Registry (<http://www.insor.org/insasoweb>) for each household member
- ☐ Search the Quest Repository and the Sex & Violent Offender Registry for all household members between the ages of **14 and 18 yrs old** if recommending placement with a family member or other non-licensed home
- ☐ Complete the PDR in Quest (*NOTE: Do not finish the report if recommending a DCS funded service/placement*)
- ☐ Discuss recommendation with parent(s) and complete PPO (*if applicable*)

if recommending a DCS funded service/placement

- ☐ Assign the case to a DCS Service Consultant via the IPOSOCI website (<https://Extranet.in.gov/dcs/hb1001/Landing>) at least 5 business days before the disposition hearing (REMINDER: The Service Consultant has 3 days to return the recommendation)
- ☐ After you receive notice of the assigned Service Consultant, assign the case(s) to them in Quest
- ☐ Review the completed DCS Consideration Report and complete the PDR (at least 2 business days prior to the disposition hearing)
- ☐ If recommending placement and the Service Consultant concurs, complete the Individual Placement Agreement for that facility and e-mail to Local DCS for signature (*NOTE: You will have to e-mail a copy of the court order to DCS AFTER the hearing if the agreement is signed prior to the hearing.*)

After disposition (if DCS funded service/placement is ordered)

- ☐ If case was NOT reviewed by the DCS Service Consultant, and the Court ordered a DCS funded service/placement, assign the case to a DCS Service Consultant via the IPOSOCI website (<https://Extranet.in.gov/dcs/hb1001/Landing>) and in Quest once notice of the specific consultant is received
- ☐ Complete the Title IV-E Eligibility document in Quest
- ☐ Complete the DCS Service Referral Form; send to the provider; scan copy into Quest
- ☐ Get all placement paperwork (from agency) signed by parent/guardian (*placements only*)
- ☐ E-mail/fax Individual Placement Agreement and copy of court order to MCDACS for signature, if not previously done (*placements only*) – Fax: 542-1323
 Vicky Grigsby, Vicky.Grigsby@dcs.in.gov, Ph: 544-3703
 Nicole Hodges, Nicole.Hodges@dcs.in.gov, Ph: 544-3702
- ☐ Scan all placement paperwork and placement agreement into Quest (*placements only*); copy to provider
- ☐ Complete Case Plan within two weeks (*placements only*) and send copy to the provider

MODIFICATION OF PROBATION PROCESS
(Replaces Violations of Probation)

MARION Co.

- ☐ Complete Petition to Modify in Quest and submit to Court & PDR packet given to family
- ☐ Complete the Risk Reassessment Instrument (if not completed within last 30 days)
- ☐ Complete the Needs Assessment Instrument
- ☐ Complete the Criminal History Check & CPS Records check on all household members **18 yrs old & older** if recommending placement with a family member or other non-licensed home
 - ☐ Complete the Application for Criminal History Background Check for each person in the household 18 yrs old & older and scan it into Quest. Make sure they sign the form prior to scanning.
 - ☐ E-mail Resheeda Butler-Gates at MCDACS with the youth's name & Quest number, each household member's name and their DOB to have CPS Records check completed – Resheeda.Butler-Gates@dcs.IN.gov; Phone 544-3776, fax 613-3810
 - ☐ Instruct each household member to register for electronic fingerprinting on-line (<http://dcsfp.sofn.net>) or via phone (1-877-323-8885). *NOTE: The fingerprinting process is free for purposes of out-of-home placements. Officers are encouraged to assist the applicants in completing the on-line registration while they are in the office so that errors are minimized and the process expedited.* After registering, the applicant must take the bar code generated during the registration process to the fingerprinting site. Once they have completed the fingerprinting process, the results will be sent to Alicia Jackson within 7 to 10 days.
 - ☐ Search the Sex and Violent Offender Registry (<http://www.insor.org/insasoweb>) for each household member
- ☐ Search the Quest Repository and the Sex & Violent Offender Registry for all household members between the ages of **14 and 18 yrs old** if recommending placement with a family member or other non-licensed home
- ☐ Complete the Modification Report in Quest (*NOTE: Do not finish the report if recommending a DCS funded service/placement*)
- ☐ Discuss recommendation with parent(s) and complete PPO (*if applicable*)

If recommending a DCS funded service/placement

- ☐ Assign the case to a DCS Service Consultant via the internet (<https://Extranet.in.gov/dcs/hb1001/Landing>) at least 5 business days before the first hearing (REMINDER: The Service Consultant has 3 days to return the recommendation)
- ☐ After you receive notice of the assigned Service Consultant, assign the case(s) to them in Quest
- ☐ Review the completed DCS Consideration Report and complete the Modification Report (at least 2 business days prior to the disposition hearing)
- ☐ If recommending placement and the Service Consultant concurs, complete the Individual Placement Agreement for that facility and e-mail to Local DCS for signature (NOTE: You will have to e-mail a copy of the court order to DCS AFTER the hearing if the agreement is signed prior to the hearing.)

After modification (if DCS funded service/placement is ordered)

- ☐ If case was NOT reviewed by the DCS Service Consultant, and the Court ordered a DCS funded service/placement, assign the case to a DCS Service Consultant via the IPOSCI website (<https://Extranet.in.gov/dcs/hb1001/Landing>) and in Quest once notice of the specific consultant is received
- ☐ Complete the Title IV-E Eligibility document in Quest
- ☐ Complete the DCS Service Referral Form; send to the provider; scan copy into Quest
- ☐ Get all placement paperwork (from agency) signed by parent/guardian (*placements only*)
- ☐ E-mail Individual Placement Agreement and copy of court order to MCDACS for signature, if not previously done (*placements only*) – Fax: 542-1323
Vicky Grigsby, Vicky.Grigsby@dcs.in.gov, Ph: 544-3703
Nicole Hodges, Nicole.Hodges@dcs.in.gov, Ph: 544-3702
- ☐ Scan all placement paperwork and placement agreement into Quest (*placements only*); copy to provider
- ☐ Complete Case Plan within two weeks (*placements only*) and send copy to the provider

Last Modified: 3/11/09

Placement Hearing for Detention/Placement Checklist**Detention Hearing**

	Finding of probable cause to believe the child is a delinquent child
	Finding for reason for detention (one of five)
	<p>Finding that continuation in the home would be contrary to the welfare of the child.</p> <ul style="list-style-type: none"> • Efforts made to prevent removal/emergency situation that prevented reasonable efforts. • Contrary to the best interests and health / welfare of child <p>(Specific findings must be in written order or on record.)</p>
	Statement regarding Removal/Taking Child from Home
	Placement and Care Responsibility Finding
	<p>Order parents to cooperate with Probation Department and Department of Child Services to obtain IV E-FC Eligibility information</p> <ul style="list-style-type: none"> • DCS worker is present in the court room and will meet with you immediately after the court hearing.
	Order parents to cooperate with Probation Department in developing Case Plan
	Surrender juvenile's drivers license (31-37-6-10)
	Finding of Legal Settlement for School (31-37-19-8.1, 20-8.1-6.1-1)
	Finding for parental reimbursement to county for detention services (31-40-1-3)

Dispositional Hearing

	<p>Reasonable efforts to prevent placement – must be made within 60 days following the removal of the child from the home. This finding can be made prior to the expiration of 60 days. Specific findings must be in dispositional decree.</p> <p>(Specific findings must be in written order or on record.)</p> <p>(A finding by the court that reasonable efforts could not be employed is a finding of reasonable efforts.)</p>
	<p>Make an order on the Parental Participation Petition</p> <ul style="list-style-type: none"> • Obtain assistance in fulfilling his obligations as a parent, guardian, or custodian; • Provide specified care, treatment, or supervision for the child; • Work with a person providing care, treatment, or rehabilitation for the child; • Refrain from direct or indirect contact with the child. • Pursuant to I.C. 31-40-1-5 be ordered to pay to the Clerk of this Court as a contribution towards the cost of placement of the captioned child a sum to be determined in conformance with the child support guidelines adopted by the Indiana Supreme Court.
	Order parents to cooperate with Probation Department in updating Case Plan

Review Hearing (Ongoing findings)

	Reasonable efforts to reunify family following placement – a finding of reasonable efforts to finalize a permanency plan. <ul style="list-style-type: none">• Efforts be listed and included in review reports
	Reasonable efforts to finalize a new permanent home after reunification is no longer the goal – a finding of reasonable efforts to finalize permanency plan may include: <ul style="list-style-type: none">i. Reasonable effort to reunify the family following placement and/orii. Reasonable efforts to secure a new permanent home. <ul style="list-style-type: none">• Efforts be listed and included in review reports <p>(Specific findings must be in written order or on record.)</p> <p>(A finding by the court that reasonable efforts could not be employed is a finding of reasonable efforts.)</p> <ul style="list-style-type: none">• -Order parents to cooperate with Probation Department in updating Case Plan
	Placement and Care Responsibility Finding

Termination of Out-of-Home Placement and services

	Notify a Court that entered a support order of termination of out of home placement or Terminate a support order
	Enter a finding for support or modification of a support order to reimburse the county office for out of home placement services.
	Courts jurisdiction over parents continue until the parents' financial obligation imposed under IC 31-40 has been satisfied.

IV-E Findings			
Prior Reasonable Efforts that have been made in the past:			
Actions Taken by Juvenile Authorities		Placements	
	Law Enforcement Intervention/Warnings		Shelter/Group Home/Foster Care
	House Arrest		Mental Health Treatment/Inpatient
	Informal Probation		Substance Abuse Treatment/Inpatient
	Formal Probation		Mental Health Commitment/Hospital
	Community Service		Residential Treatment:
	Emergency (Temporary) Shelter/Detention		Community Service Platoon
	Other:		Aftercare Services
Diagnostics and Treatments			Detention
	Mental Health Evaluation		Other:
	Mental Health Counseling		
	Medication	DCS Involvement	
	In-home Counseling/Mentor		Informal CHINS
	Substance Abuse Evaluation		Formal CHINS
	Substance Abuse Treatment/Outpatient		Shelter/ Group Home/Foster Care
	IDOC Diagnostic Evaluation		Other:
	Other:		

...and the above Reasonable Efforts have been ineffective in that the juvenile has:			
X	committed an offense which is a delinquent act.		
	committed an act which violates the juvenile's probation.		
	committed an act which jeopardizes the juvenile's health and/or safety.		
	Incorrigible toward parents		Not taking prescribed medication
	Violates curfew		Not participating in counseling
	Leaving Home without permission		Self-destructive
	Fails to attend school		Behavior disruptive to home life
	Suspended and or expelled from school		Behavior disruptive to school
	In danger of or has lost school credits		Associating with those of a delinquent nature
	Dropped out of school		Other:
	Unemployed		In possession of or consuming alcohol

Tested positive for the following illegal substances:

THC	Opiates	Meth	Amp	PCP	Coc	Bzo	Other:
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...and the above Reasonable Efforts have been ineffective in that the juvenile has:

<input checked="" type="checkbox"/>	committed an offense which is a delinquent act.	
<input type="checkbox"/>	committed an act which violates the juvenile's probation.	
<input type="checkbox"/>	committed an act which jeopardizes the juvenile's health and/or safety.	
<input type="checkbox"/>	Incorrigible-toward parents	Not taking prescribed medication
<input type="checkbox"/>	Violates curfew	Not participating in counseling
<input type="checkbox"/>	Leaving Home without permission	Self-destructive
<input type="checkbox"/>	Fails to attend school	Behavior disruptive to home life
<input type="checkbox"/>	Suspended and or expelled from school	Behavior disruptive to school
<input type="checkbox"/>	In danger of or has lost school credits	Associating with those of a delinquent nature
<input type="checkbox"/>	Dropped out of school	Other:
<input type="checkbox"/>	Unemployed	In possession of or consuming alcohol

Tested positive for the following illegal substances:

THC	Opiates	Meth	Amp	PCP	Coc	Bzo	Other:
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IV-E Findings

Reasonable Effort/Best Interest

<input type="checkbox"/>	Due to the immediacy of the situation, no services could have been provided at the time of the initial placement.
<input type="checkbox"/>	Remaining in the home would be contrary to the juvenile's health and welfare, as a more structured environment is necessary so the juvenile can be monitored 24 hours a day, receive an education and not do anything which would harm the juvenile's health and safety.